App. F. IX-4

Previous References 1937. 3 (Pts.)

File No. 106-37
Serial Nos. 1-4

Letter References
P/S 43-38 No 1
" 43-38 No.8-9.
" 15-39(5-7)
" 7-41- 7--41

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4

(-5)

Part B for Sept 38.

SUBJECT.

Standardisation of forms of the various Departments of the State.

WD 0295—GPB—22,500—13-8-37

To G. 2362-400 & 9.9.38.
The Secretary to Govt.
The Supt. Govt. Printing
The Comptroller. The Heads of Deps
The Decs of Dists.

Issues instructions re the standardisation of forms & the various Departments of the State -

Proposals re installation of a Rotary Press and appointment of a clerk temporarily 634 to scrutinise Jones etc (1)

General and Revenue Secretariat

File No. PxS 106 of 1937. [App. F. III–2

Serial No.	
1	From Supt Govt Printing P 3677 d 10.6.38 States the difficulties in regard to supply of Jones and registers to Govt offices and proposes the installation of a Rotary Press, that revised Jones may be given effect from the succeeding year and that a temporary clerk on Rs 40/- be entertained to scrutinise and standardise the Jones for reasons stated. 1) Subd for orders. The Supt has summarised his proposals in para 12. 1a) Regarding the first proposal about purchase of a Rotary machine, information is not available as to what cost would be involved. Detailed quotations have been called for by the Supt. 2. 3) The suggestion to bring all revised Jones into effect from the succeeding year does perhaps deserve approval. 3. 4) Regarding the scrutiny of the Jones by the help of a temporary clerk on Rs 40 p.m. on the lines indicated following the present practice, the Supt has not stated how the extra cost is to be met. The Finance may perhaps be consulted also Stella 9/7/38

TE—Contn. Sheet.

Proposals re installation of a Rotary Press & appt of a temporary clerk to scrutinise journals etc

File No. PXS 106 6347 of 1937.

General and Revenue Secretariat

Serial No.

6) The Suptt may be requested to send detailed proposals with cost re the first proposal and also the source from which this additional expenditure that on account of the entertainment of a clerk on Rs 40 p.m. for 6 months, is proposed to be met.

Ag
20/6/

4) Yes
Ag

7) Draft Subd for approval
Skelt
30/6/38

8) Issue
Ag 30/6

No. Ag. 110 Dt. 5/7/38 2

To The Suptt. Govt. Printing.

Requests him to send detailed proposals with Est. etc. of the Rotary Printing machine & to state from what head the expdre. regd. on account of the machine & the entertainment of a temporary clerk is proposed to be met from the suptt., Govt. Printing

Fo. P/35 Dt 9-7-38

3.

furnishes the information called for.

Skelt
7/7

GENL & MISC BRANCH
7 - JUL 1938
GENL & REV SECTT

Proposals re installation of a Rotary Press & Appt. of a temporary clerk for scrutinising forms etc

General and Revenue Secretariat

File No. PVS 106 of 1937. [App. F. III–2

Serial No.

9) ... subd. 2 = para 12 of the letter dated 10-6-38, the Supdt. has given his proposals. Regarding the installation of a Rotary press to deal expeditiously with forms work, the Supdt. states that the cost of the Rotary machine may be met from the depreciation Fund account. As he is still in correspondence with the Manufacturers he cannot intimate the exact price of the machine

10) His second proposal, i.e. to bring all revised forms into effect from the preceding year involves no financial commitments.

11) His third suggestion is about the appointment of a temporary clerk for 6 months to ~~assist the~~ scrutinize the forms on Rs 40/- p.m. The cost on this account is proposed to be met from the savings under "Establishment".

12) He now requests that his proposals except the one relating to the installation of the Rotary Press may be sanctioned. subd. for orders.

DF (a) HI

Installation of a Rotary Press.

208

P+S File No. 106 of 1937.

General and Revenue Secretariat

Serial No.

The Supdt refers. Depreciation
Fund account which he proposes
to meet the of Rotary Press.
He will be ask it is thro' Govt
fund of the amount at the credit
of the Fund.

19/7

14) Detailed proposals for the installation of a Rotary Press will be awaited.

15) The Supdt's recent proposal that all revision of Govt scale take effect from the 1st year following that in which revision is sanctioned by Govt may be approved.

16) His third proposal for the employment of a clerk only for 6 months, the vacancy being met by savings under Estt. may be agreed with the Comptroller of the Dev Key

Dev. Key) Govt 25/7

17) Please furnish a comprehensive C.o. for consideration

MW. 28/7

18) Submd. with a draft G.O. to Govt Supdt, Govt. Printing. Financial Secretary may be consulted. Dev Key) G/1/8

13) This will be done by G/25/7

This is only for accounting. The value

Proposals for standardisation of forms
entertainment of a band in the Govt Press

6347

General and Revenue Secretariat | File No. 66 of 193 7. | [App. F. III–2

Serial No.	
	(19) Go. myself appd Secretariat Home Secy AD 5/9/38 MW 5.9.38 MW 21-8-38 By 9/9/38 MW 6.9.38 Dr 6/9/38
4	To the secretaries to Govt the supdt., Govt. printing & Stationery the comptroller the heads of depts the Dcs of Dists G.2362-400. Dr 9-9-38. Issues ~~order~~ instructions regarding the standardisation of forms of the various depts. of the State

SECRETARIAL SECRETARIAT U.O.No.Fl:602 29. AUG. 1938 BANGALORE.
OFFICE OF THE HOME MEMBER OF COUNCIL. 5 SEPT. 1938 No. 1670
TYPING SECTION 2 DEC 19 GENL & MIS. SECTT.
GENL & MIS. BRANCH 15 SEP. 1938
GENL & MIS. BRANCH

NOTE—Contn. Sheet

No. P. 3677

encl: one index Statement
& one copy of letter

OFFICE OF THE SUPERINTENDENT
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated 2nd June *193* 8.

To

FROM B. VENKATASUBBA RAO, ESQ., B.A., LL.B.,

[redacted]

Ag. SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

To

M. VENKATANARAYANAPPA, ESQ., B.A.,
Secretary to the Government of Mysore,
Development Department, BANGALORE.

SIR,

I have the honour to address you on the subject of adequate and timely supply of Forms and Registers from the Government Press to the several Departments of Government. This is a very important work which requires continuous and constant attention on the part of the Press in view of the fact that the supplies have to be made to about 780 Offices under the control of 47 Departments, that each of the indents of the Major Departments contains hundreds of Forms many of which are wanted in thousands of copies, that many Registers have to undergo a number of processes before they are ready for supply, all of which take much time and labour Every year new Forms and Registers, involving additional heavy cost on account of paper and printing charges are being sanctioned by Government to meet the needs of growing Departments which have multifarious activities.

2. To cope with the increase of work on this account and meet the demands of various departments for the supply of forms in adequate quantity and in sufficient time, various measures have been devised by the Press. A Rotation List showing the departments to which supplies are to be made from the Government Press in the several months has been framed and the supply has been spread over the whole year. A copy of the list showing the supplies made in 1936-37 is submitted for kind perusal. From the list it will be seen that the supplies have been delayed in many cases and that the delay varies from 3 months to 8 or 9 months. It may be stated that supply of 50 per cent of the forms included in an indent has been taken as a compliance of the indent for this purpose and that if the full

full compliance of the indent is taken into consideration the delay will be aggravated and may even run to a year or more. The reasons for this delay are various. The departments whose forms have been standardised do not send their indents for casual forms in time. The other departments whose forms have not been standardised do not also send their indents in time. The consolidation of such indents in the Press is therefore delayed. The Press cannot also carry out its programme for printing and supplying the forms, because, as I have already reported in another connection, the Machine strength and consequently the out-put is not proportionate to the increase of work that has devolved on the Press. Our Machine Department needs considerable - - strengthening, so that it may attend to prompt and adequate supply of forms. I have already submitted for the orders of Government a programme of gradual replacement and additions to the Machine Plant.

3. In this connection, I may be permitted to state that one method of tackling this problem is to install a Rotary Press which prints 7,500 impressions per hour against 1,200 t 1,500 impressions given by fast ordinary printing machines for dealing with long runs of work, running to 50 or more reams of paper. I beg to append extracts of a letter - - received by me from the Superintendent, Government Press, Madras, furnishing his experience in the problem of the forms supply in that Government Press, which seems to have been solved satisfactorily by the installation of a Rotary Press among other measures. I am addressing the manufacturers to furnish details of specification for the equipment necessary, and shall submit detailed proposals for the orders of Government on the receipt of information from them.

4. With a view to give the Press time to adjust itself to the needs of departments in connection with the revision of forms, it seems necessary that orders sanctioning the -

the revision of existing forms should be given effect to only from the next official year to that in which orders are issued. When an order is received in the Press, revising an existing form or register, it very often happens that the work connected with the supply of that form during ~~that~~ the year will have been in an advanced stage, and all the work done on it in the Press will be a waste if the form is not used and if the revised form is given effect to immediately after the Government Order is passed The Heads of Departments may, therefore, be requested to allow the Press time to adjust the work in the Press and to print the revised forms only for use in the succeeding official year.

5. It may not be out of place here to submit a few other proposals for the simplification of the forms work, and - - standardisation of forms work in the Press with a view to reduce labour and cost, and also to secure uniformity in the forms and registers used by the several departments. There are a number of instances where books intended for the same purpose like - Cash Books are prepared and used in different forms in several offices and each form has to be separately printed and supplied to that department. If supply of these forms could be - - standardised and made uniform, sufficient quantities for the use of all the offices may be printed once for all which would lead to saving of time and cost.

. Costly Azurelaid Paper is being used for a number of for _ and registers for which it does not appear to be - - necessary. In accordance with items 21 to 25 of Appendix A to Stationery Rules, this paper is to be used by the Press for printing records to be preserved for 12 years or more. But it is observed in practice that a very large number of forms and registers are printed and supplied on this paper, in accordance with the instructions received from the departments. If this question is carefully examined, it will be possible to reduce the number of such registers and forms and restrict them to cases where they are really necessary and considerable saving

saving on account of cost of paper will be realised.

7. In the Madras Government Press saving of time and labour seems to have been achieved by restricting the size of forms to the Foolscap sizes and its multiples and sub-multiples. Extracts of the letter of the Superintendent, Government Press, Madras, on this point are submitted for kind perusal. If the forms of all departments are examined from this point of view, and the size of each form is prescribed in accordance with these conditions, it will be possible to effect considerable economy.

8. In recent years, a number of departments have been asking for various processes to be adopted in respect of forms and registers supplied to them. They want ruling, numbering, perforating, &c., to be performed for a very large number of registers required for their use. These processes require a good deal of time and owing to the absence of a sufficient number of Labour-saving machines in the Bindery and the supply of forms with all these auxiliary operations is considerably retarded. The question whether these processes are really necessary in all cases has to be carefully examined and orders issued about the cases where such additional work is necessary to safeguard the interests of Government revenue, or to comply with Audit requirements. In all other cases, these additional processes need not be performed, but the registers may be printed and bound in the usual course as promptly as possible.

9. A very large number of forms comprised in almost every indent seem to have been devised not to comply with the provision of Acts of Government or Rules thereunder but with a view to minimise scriptory work in the offices concerned, and the number of such forms is increasing every year. This object can be achieved more effectively by the provision of Cyclostyle Apparatus to the smaller offices and Multigraphs to the bigger offices instead of centralising

centralising all such work in the Government Press, where from the nature of operations involved it is uneconomical and involves disproportionate labour to set up and print such forms wanted in small quantities. The printing of such forms in the Government Press may be discontinued and the examination of all indents for the elimination of such forms has to be undertaken.

10. Another source of additional work that has devolved on the Press is the adoption of the elaborate forms in use in the Secretariat by heads of departments and Deputy Commissioners of Districts and by officers of even lower status I am respectfully of opinion that it is necessary to restric the use of such forms to the General and Revenue Secretariat and cognate offices. All indents have to be examined from this standpoint.

11. The examination of forms from the stand-points - enumerated in paras 5 to 10 above requires a whole-time attention and has to be taken up immediately, so as to effec economy in time, labour and cost. This work requires not only good technical knowledge in setting up and printing - forms economically but also acquaintance with forms work and experience of office procedure. I would, therefore, propose for the consideration of Government the appointment of a temporary Clerk on the establishment of the Government Press on Rs.40/- for a period of six months in the first instance. He will examine all the forms comprised in the Indents of several departments and submit proposals for the orders of the Superintendent. All proposals which involve only technical alterations and will not contravene any Acts, Rules or standing orders will be sanctioned by the Superintendent. The proposals which, however, involve an alteration of Acts or Rules will be forwarded to the Heads of - Departments concerned for opinion and action taken in - - consultation with them to revise the forms obtaining orders

orders of Government where necessary. At the end of th period referred to above, viz., six months, a report wil be made about the economies effected by the proposals, number of indents examined, and the number remaining to be dealt with, and further orders of Government obtained.

. I beg to summarise the proposals made by me:-

(1) The installation of a Rotary Press in the Government Press to deal expeditiously with forms work. Detailed proposals will be separately submitted for orders of Government;

(2) All revision of forms to take effect from the officia year, succeeding that in which the revision is sanctioned by Government;

(3) The appointment of a temporary clerk for six months to examine;

(a) The question of standardising forms of similar nature in use in several departments;

(b) The restriction of costly Azurelaid Paper to records required to be preserved for long periods;

(c) The necessity for additional processes of numbering, ruling, &c., for the several forms;

(d) The size of paper to be used for the several forms;

(e) Discontinuance of printing of forms intended to save scriptory work in offices;

(f) Restriction of the use of Secretariat forms,

13. I beg that early orders may be kindly passed in the matter.

I have the honour to be,

Sir,

Your most obedient servant,

Ag. Superintendent,
Government Printing

ROTATION LIST OF INDENTS FOR THE YEAR 1936-37.

Serial Number.	Number of Offices contained.	Particulars of Indents.	Month in which forms are to be supplied to Departments.	Month in which forms were actually supplied.	Number of months delayed.	Remarks.
1.	49	Criminal	March	25-6-36	3 months.	
2.	38	Civil	"	15-6-36	3 "	
3.	1	Amritmahal	"	20-5-36	2 "	
4.	1	Insurance	"	22-7-36	4 "	
5.	10	Excise	April	2-5-36	1 "	
6.	30	Income-tax	"	10-7-36	3 "	
7.	1	Medical	"	9-6-36	2 "	
8.	1	Military	"	21-8-36	4 "	
9.	8	Treasury	May	12-5-36	..	
10.	9	Registration	"	12-6-36	1 "	
11.	1	Dept. of Mines and explosives.	"	15-7-36	2 "	
12.	1	Geological	June	19-8-36	2 "	
13.	1	Police	"	8-10-36	4 "	
14.	1	Sericulture	"	25- 3-38	20 "	
15.	14	Industrial Schools	"	24-12-36	5 "	
16.	11	I.G. of Prisons	July	4-11-36	4 "	
17.	1	Govt. Gardens	"	23-12-36	5 "	
18.	1	Joint-Stock Companies	"	4-1-37	6 "	
19.	1	Serum Institute	"	24-4-37	9 "	
20.	1	Civil Veterinary	August	4-9-36	1 "	
21.	1	Medical Officer, K.G.F.	"	14-11-36	3 "	
22.	1	Water Supply	"	..	Indent not received.	
23.	1	Meteorological	"	12-11-36	3 months	
24.	1	Public Health Institute	"	25-3-37	6 "	
25.	11	Stamps	September	1-4-37	7 "	
[illegible]	1	Revenue Commissioner	"	15-2-37	5 "	
[illegible]	1	General and Revenue Secretariat.	"	30-12-36	3 "	
[illegible]	1	Palace Maramath	"	15-12-36	3 "	

Serial Number.	Number of Offices contained.	Particulars of Indents.	Month in which forms are to be supplied to Departments.	Month in which forms were actually supplied.	Number of months delayed.	Remar
29.	1	Stores Purchase Committee.	October	13-3-37	5 months.	
30.	1	Comptroller	"	4-2-37	4 "	
31.	1	Final. Asst. to D.P.I.	"	22-9-36	..	
32.	18 plus 81	Vaccination and Sanitary.	"	15-6-37	9 "	
33.	1	Industries & Commerce	November	1-12-36	1 "	
34.	2	(1) Press & (2) Stationery	"	(1) 9-3-37, (2) 19-11-36	3 months	~~3 months~~
35.	1	Electrical	"	17-11-37	1 year.	
36.	1	Hessarghatta Grass Farm	"	26-4-37	5 months	
37.	1	Kunigal Stud Farm	"	2- 4-37	5 "	
38.	9	District Boards	December	2- 1-37	1 "	
39.	15	Education	"	18-6-37	6 "	
40.	33	D.P.W. Sl. & Genl.	"	15-12-36	..	
41.	1	Book Depot	January	28-6-37	5 "	
42.	20	Agriculture	"	24-5-37	4 "	
43.	124	Reva Muzrai & 9-11-36 and V.P. 31-8-36	"	8-1-37 to 28-5-37	5 months	
44.	16	Forest	February	16-11-37	8 months.	
45.	1	Co-operative Societies	"	1-2-37	..	
46.	106	Municipal	"	22-3-37	1 "	
47.	1	Revenue Survey	"	18-5-37	3 "	
	773					

Bangalore,
Dated June 1938.

Ag. Superintendent,
Government Printing.

Extract of D.O. letter dated 8th May 1938, from the - Superintendent, Government Press, Madras, to the Ag. Superintendent, Government Printing, Bangalore.

The Government of Madras purchased a Rotary Machine in December 1934 from Messrs. Timsons Ltd., of Kettering. They manufacture machines to suit the particular needs or specifications of each firm. The machine installed in the Madras Government Press was made according to specifications given by me.

You have asked me what my experience has been regarding the Rotary machine. I have no hesitation to say that it has more than justified my expectations. Once I had my men trained to look after the machine, I have had little or no trouble.

The maximum output of the machine per hour is either (a) 30,000 sheets of foolscap folio printed both sides (numbered if necessary) or (b) 15,000 sheets of foolscap, folded in two or without folding, with perforation and numbering, if necessary or (c) 7,500 sheets of Double foolscap, folding into sections of foolscap or foolscap folio, perforated and numbered, if - necessary. The perforation can, however, be done only lengthwise along the reel, but can be repeated as many times as required. The numbering work has not been attempted seriously, but I intend doing so shortly. The Rotary is run from two reels when sheets are to be printed only on one side. The output then, is double what I have given above which is when run from one reel and printed on both sides.

The Government of Madras have been able to achieve economy in the production of the enormous quantity of forms required by the Government offices every year and to supply them within time, by the adoption of the following procedure.

(1) By a careful scrutiny of the forms required by the dif-

different departments and by omitting certain items or adding others, make them common to two or more departments. Those which are common to a large number of departments are styled "Common Forms". Then there are those common to a few departments. Lastly, there are the forms special to each department. The policy of the Government has been to reduce the forms in the last category to the minimum. Every proposal for the standardisation of new forms is examined with this end in view.

(2) By a careful control of the quantity indented by the different departments, by the indenting officers, through the heads of departments and finally by my staff, so as to prevent the submission of indents on an extravagant scale. This is achieved chiefly by introduction of skeleton indent forms.

(3) By standardisation of the sizes of forms to the multiples and sub-multiples of foolscap. Only in rare cases are other sizes permitted.

3

" C O P Y "

Ag. Superintendent,
Government printing.

DRS.

Appendix F G—1]

SUBJECT .....

.....

.....

Section P x S

File No. 106—37.

Serial No. 2

Diary No. of letter replied to.....

No. 9. 110 f:?

To

The Supdt Govt Printing

General and Revenue Secretariat

( )

the *193*

Sir,

Date of issue 5.7.38

With reference to your letter No P3677 d 10.6.38 proposing the installation of a Rotary Press and the appointment of a temporary clerk @ Rs 40/- p.m to scrutinise and Standardise the forms etc with a view to obviate the existing difficulties in regards to supply of forms and Registers to the Govt offices, I am directed to request you to send detailed proposals with cost etc of the Rotary printing machine and to state from what head the required amount of expenditure on the machine and the

Signed by .....

of enclosures.....

opied by .....

xamined by.....

entertainment of a
temporary clerk ... is proposed to
be met.

There etc.

Pr Secy to Govt
Dev. Dept

Echo

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

No. G 1110 pss. *Bangalore, Dated,* 3rd July 193 57-

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Superintendent,
Government Printing,
Bangalore.

Sir,

With reference to your letter No.P.3677 dated 10th June 1938, proposing the installation of a Rotary Press and the appointment of a temporary clerk on Rs.40/- per mensem to scrutinise and standardise the forms, etc., with a view to obviate the existing difficulties in regard to supply of forms and registers to the Government Offices, I am directed to request you to send detailed proposals with cost, etc., of the Rotary printing machine and to state from what head the expenditure required on account of the machine and the entertainment of a temporary clerk is proposed to be met.

I have the honour to be,
Sir,
Your most obedient servant,

C. S. Srinivasa Char

For Secretary to Government,
Development Department.

jgn/2.

No. P. 135-

(18)

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,

Bangalore, dated 9th July *1938*.

FROM

B. VENKATASUBBA RAO, ESQ., B.A., LL.B.,
[redacted]
Ag. SUPERINTENDENT, GOVERNMENT PRINTING,
BANGALORE.

GENL & [illegible] BR
12 JUL 193
208.

To

M. VENKATANARANAPPA, ESQ., B.A.,
Secretary to the Government of Mysor
Development Department, BANGAL

SIR,

With reference to your letter No. 110/P.&.S.106-37-2, dated the 5th July 1938, requesting the submission of detailed proposals in the matter of the installation of a Rotary Press, I have the honour to state that I am in correspondence with the Manufacturers and shall submit detailed proposals about the cost, etc., of the Rotary Machine at a very early date. The cost of the Rotary Machine will be met from the Depreciation Fund Account and that of the Temporary Clerk from the savings under "Establishment" The additional cost on the latter account will be compensated to a great extent by the economies which can be effected by the proposed scrutiny and standardisation of Forms.

I request that in the meanwhile orders may be kindly passed on all the proposals submitted in this office letter No.P.3677, dated 2/10th June 1938, except the one relating to the installation of the Rotary Press.

I have the honour to be

Sir,

Your most obedient servant

Venkatambaiah
9/7/38

Ag. Superintendent,
Government Printing

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

(General and Revenue Secretariat).

Government Order No..... Dated

STANDARDISATION OF FORMS.

SANCTIONS CERTAIN PROPOSALS REGARDING THE .....

R e a d : -

Letter No.P.3677, dated 10th June 1938, from the Acting Superintendent, Government Printing, submitting certain proposal regarding the standardisation of forms of the various depart- ments of the State, explaining the necessity felt for undertaking the work, the scope that exists for effecting economies in several directions and the facilities that are required for systematising the supply of forms at minimum cost and without delay.

GOVERNMENT ORDER NO.....

DATED.....

The proposals of the Superintendent, Government Print ing are :—

(1) The installation of a Rotary Press in the Government Press to deal expeditiously with forms work.

(2) All revision of forms to take effect from the official year succeeding that in which the revision is sanctioned by Government.

(3) The appointment of a temporary Clerk for six months to deal with the forms work and suggest ways and means of turning out the work in ~~a most~~ an economical manner both from the point of view of labour and cost.

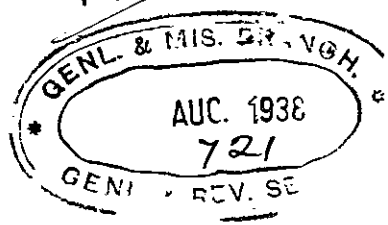
6) 8. Government reserve for future consideration the

No. P. 454 - Encl. one ~~leaf~~ a file.

JKATASUBBA RAO, Esq., B.A., LL.B.,
[redacted]
Ag. Superintendent.

OFFICE OF THE SUPERINTENDENT
GOVERNMENT PRINTING IN MYSORE

Bangalore, dated.....2nd..August..1938



Dear Sir,

In accordance with instructions received personally from the Development Secretary to Government, I am forwarding herewith a draft Government Order for the consideration of Government on certain proposals sent up by this office regarding the scrutiny of forms and the appointment of an additional Clerk to attend to the work in the Press. The connected file of the General and Revenue Secretariat received from you is also forwarded herewith.

Yours sincerely,

Ramakrishna
2/8/38

C.S. SRINIVASACHAR, ESQ., B.A.,
Asst. Secretary to Government,
General and Revenue Secretariat,
BANGALORE.

the installation of the Rotary Press on receipt of detailed estimates of cost, etc., promised by the Superintendent in his letter No.P.135, dated 9th July 1938) Mr. may come later

(2) 3. The Superintendent suggests that all revision of forms may take effect from the official year succeeding that in which the revision is sanctioned by Government. This may involve unnecessary delay in giving effect to the revised form in some cases. Government are of opinion that the revised form may be given effect to when the forms of the Department are next printed, so that the stock of the old form may be fully utilised and the revised form brought into use thereafter.

(3) 4. The appointment of a Clerk on Rs.40/- temporarily for a period of six months is sanctioned, the total expenditure of Rs.240/- being met from savings under the head "Establishment" in the press budget. He will collect samples of forms used for the same purpose by the several departments, analyse them and find out the forms that could be reduced by slight modification to a common form suitable for adoption by more departments than one. The printing of common forms which is calculated to result in saving of labour and cost is reported to be in vogue at the Government Press, Madras, and may well be brought into force at the Government Press, Bangalore. The reduction of size of the forms to multiples and sub-multiples of foolscap, the kind of paper and quality of binding to be used, the necessity for numbering, ruling, perforation etc., the discontinuance of forms intended to save scriptory work and the restriction of the use of the secretariat forms are also some of the questions to be dealt with fully by the temporary hand referred to above. The Superintendent, Government Printing, will take necessary action on all matters which are of a purely technical nature and which are conducive to a saving of labour and time and submit a consolidated report to Government in the matter. On matters, however, which are governed by rules or regulations, the Superintendent will

will address the Heads of Departments concerned about the proposed changes and make a report to Government after getting their opinion. Government desire that all forms should as far as possible be standardised to the size of multiples or sub-multiples of the Foolscap size. The printing of forms in other sizes may be done by the superintendent, ~~Government~~ Government Printing, only in rare cases where it is not feasible to set up the forms in the Foolscap size. A list of such forms may be (sent up) (to Government) for information. of Govt

(4) 3. The Heads of Departments are requested to render co-operation and help to the Superintendent, Government Printing in the simplification and standardisation of the forms of their respective departments.

(5) 4. At the end of the period of six months, the Superintendent, Government Printing, will submit a detailed report about the scheme of the simplification of forms and the economies resulting therefrom for the orders of Government.

(6. Vide page 1.

Secretary to Government,
Development Department.

Draft
Or { Ravindranathan
1935
Ag. Superintendent,
Government Printing. }

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f. PBS ~~The~~ Secretaries to Govt.
The Supdt; Govt. Printing and Stationery
The Comptroller
The Heads of Depts.

P & S 106-37-4.

GOVERNMENT OF HIS HIGHNESS
MAHARAJA OF MYSORE.

G.O.No. 2362-4 Com/PS Dated 9th September

STANDARDISATION OF FORMS.

SANCTIONS CERTAIN PROPOSALS REGARDING THE.....

Read:-

Letter No.P.3677, dated 10th June 1938, from the Acting Superintendent, Government Printing, submitting certain proposals regarding the standardisation of forms of the various departments of the State, explaining the necessity felt for undertaking the work, the scope that exists for effecting economies in several directions and the facilities that are required for systematising the supply of forms at minimum cost and without delay.

ORDER NO. G. 2362-4 Com/P
DATED, 9th September 1938

1. The proposals of the Superintendent, Government Printing are.

(1) The installation of a Rotary Press in the Government

Press to deal expeditiously with forms, ~~work~~.

(2) All revision of forms to take effect from the official year succeeding that in which the revision is sanctioned by Government.

(3) The appointment of a temporary Clerk for six months to deal with the forms ~~work~~ and suggest ways and means of turning out the work in an economical manner both from the point of view of labour and cost.

2. The Superintendent suggests that all revision of forms may take effect from the official year succeeding that in which the revision is sanctioned by Government. This may involve unnecessary delay in giving effect to the revised forms in some cases. Government are of opinion that the revised form may be given effect to when the forms of the Department are next printed, so that the stock of the old form may be fully utilised and the revised form brought into use thereafter.

3. The appointment of a Clerk on Rs. 40/- temporarily for a period of six months is sanctione

the total expenditure of Rs. 240/- being met from savings under the head "Establishment" in the Press budget. He will collect samples of forms used for the same purpose by the several departments, analyse them and find out the forms that could be reduced by slight modification to a common form suitable for adoption by more departments than one. The printing of common forms ~~which is~~ calculated to result in savings of labour and cost is reported to be in vogue ~~at the Government Press~~ elsewhere, ~~Madras, and may well be brought into~~ force at the Government Press, Banga~~lore.~~ The reduction of size of the forms to multiples and sub-multiples of foolscap, the kind of paper and quality of binding to be used, the necessity for numbering, ruling, perforation etc., the discontinuance of forms ~~intended to save scriptory~~ required in small quantities which can conveniently be prepared in manuscript or by cyclostyle work and the restriction of the use of the secretariat forms are also some of the questions to be dealt with fully by the temporary hand referred to above. The Superintendent, Government Printing, will take necessary action on all matters which are of a purely technical nature and which are conductive to a saving of labour and time and submit a consolidated report to Govt.

in the matter. On matters, ~~however,~~ which are governed by rules or regulations, the Superintendent will address the Heads of Departments concerned about the proposed changes and make a report to -- Government after getting their opinion. Government desire that all forms should, as far as possible, be standardised to the size of multiples or sub-multiples of the Foolscap size. The printing of forms in other ~~sizes~~ size may be done by the Superintendent, Government Printing, only in rare cases where it is not feasible to set up the forms in the Foolscap size. A list of such forms may be submitted for the information of -- Government.

4. The Heads of Departments are requested to render ~~cooperation and~~ help to the Superintendent, Government Printing in the simplification and standardisation of the forms of their respective departments.

5. At the end of the period of six months, the Superintendent, Government Printing, will submit a detailed report about the scheme

of the simplification of forms and the economies resulting -- therefrom for the orders of -- Government.

6. Government reserve for future consideration the question of installation of the Rotary Press on receipt of detailed estimates of cost, etc., promised by the Superintendent in his letter No.P.135, dated 9th July 1938.

Secretary to Government,
Development Department.

To

The Secretaries to govt.

The Superintendent, Government Printing and Stationery.

The Comptroller to Govt.

The Heads of Departments.

The Dcs. of Districts.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

- - -

Read:-

Letter No.P.3677, dated 10th June 1938, from the Acting Superintendent, Government Printing, submitting certain proposals regarding the standardisation of forms of the various Departments of the State, explaining the necessity felt for undertaking the work, the scope that exists for effecting economies in several directions and the facilities that are required for systematising the supply of forms at minimum cost and without delay.

- - -

Order No. 9 2362-402/25.66-37-4

Dated, Bangalore, the 9th September 1938.

1. The proposals of the Superintendent, Government Printing are:-

(1) The installation of a Rotary Press in the Government Press to deal expeditiously with the printing of forms.

(2) All revision of forms to take effect from the official year succeeding that in which the revision is sanctioned by Government.

(3) The appointment of a temporary Clerk for six months to deal with the standardisation of forms and suggest ways and means of turning out the work in an economical manner both from the point of view of labour and cost.

2. The Superintendent suggests that all revision of forms may take effect from the official year succeeding that in which the revision is sanctioned by Government. This may involve unnecessary delay in giving effect to the revised forms in some cases. Government are of opinion that when a revision of a form is ordered the revised form may be adopted when the forms of the Department are next printed, so that the stock of the old form may be fully utilised and the revised form brought into use thereafter.

3. The appointment of a Clerk on Rs.40/- temporarily for a period of six months is sanctioned, the total expenditure of Rs.240/- being met from savings under the head "Establishment" in th

the press budget. He will collect samples of forms used for the same purpose by the several departments, analyse them and find out the forms that could be reduced by slight modification to a common form suitable for adoption by more departments than one. The printing of common forms is calculated to result in saving of labour and cost is reported to be in vogue elsewhere. The reduction of size of the forms to multiples and sub-multiples of foolscap, the kind of paper and quality of binding to be used, the necessity of numbering, ruling, perforation etc., the discontinuance of forms required in small quantities which could more economically be prepared in manuscript or by cyclostyle and the restriction of the use of the secretariat forms are also some of the questions to be dealt with fully by the temporary hand referred to above. The Superintendent, Government Printing, will take necessary action on all matters which are of a purely technical nature and which are conducive to a saving of labour and time and submit a consolidated report to Government in the matter. On matters, which are governed by rules or regulations, the Superintendent will address the Heads of Departments concerned about the proposed changes and make a report to Government after getting their opinion. Government desire that all forms should, as far as possible, be standardised to the size of multiples or sub-multiples of the Foolscap size. The printing of forms in other sizes may be done by the Superintendent, Government Printing, only in rare cases where it is not feasible to set up the forms in the Foolscap size. A list of such forms may be submitted for the information of Government.

4. The Heads of Departments are requested to render help to the Superintendent, Government Printing in simplification and standardisation of the forms of their respective departments.

5. At the end of the period of six months, the Superintendent Government Printing, will submit a detailed report about the scheme of the simplification of forms and the economies resulting therefro for the orders of Government.

6. Government reserve for future consideration the question of installation of the Rotary Press on receipt of detailed estimates

of cost, etc., promised by the Superintendent in his letter No.P 135, dated 9th July 1938.

C. N. Srinivasa Char

for Secretary to Government,
Development Department.

To

The Secretaries to Government.
The Superintendent, Government Printing and Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 2362-400—P. & S. 106-37-4, dated 9th September 1938.

Standardisation of Forms.

Passes orders regarding the —— of the various departments of the State.

READ—

Letter No. P. 3677, dated 10th June 1938, from the acting Superintendent, Government Printing, Bangalore, submitting certain proposals regarding the standardisation of forms of the various departments of the State, explaining the necessity felt for undertaking the work, the scope that exists for effecting economies in several directions and the facilities that are required for systematising the supply of forms at minimum cost and without delay.

ORDER No. G. 2362-400—P. & S. 106-37-4, DATED BANGALORE; THE 9TH SEPTEMBER 1938.

The proposals of the Superintendent, Government Printing, are —

(i) the installation of a Rotary Press in the Government Press to deal expeditiously with the printing of forms;

(ii) all revision of forms to take effect from the official year succeeding that in which the revision is sanctioned by Government;

(iii) the appointment of a temporary clerk for six months to deal with the standardisation of forms and suggest ways and means of turning out the work in an economical manner both from the point of view of labour and cost.

2. The Superintendent suggests that all revision of forms may take effect from the official year succeeding that in which the revision is sanctioned by Government. This may involve unnecessary delay in giving effect to the revised forms in some cases. Government are of opinion that when a revision of a form is ordered, the revised form may be adopted when the forms of the department are next printed, so that the stock of the old form may be fully utilised and the revised form brought into use thereafter.

3. The appointment of a clerk on Rs. 40 temporarily for a period of six months is sanctioned, the total expenditure of Rs. 240 being met from savings under the head "Establishment" in the press budget. He will collect samples of forms used for the same purpose by the several departments, analyse them and find out the forms that could be reduced by slight modification to a common form suitable for adoption by more departments than one. The printing of common forms calculated to result in saving of labour and cost is reported to be in vogue elsewhere. The reduction of size of the forms to multiples and sub-multiples of foolscap, the kind of paper and quality of binding to be used, the necessity of numbering, ruling, perforation, etc., the discontinuance of forms required in small quantities which could more economically be prepared in manuscript or by cyclostyle and the restriction of the use of the Secretariat forms are also some of the questions to be dealt with fully by the temporary hand referred to above. The Superintendent, Government Printing, will take necessary action on all matters which are of a purely technical nature and which are conducive to a saving of labour and time and submit a consolidated report to Government in the matter. On matters, which are governed by rules or regulations, the Superintendent will address the Heads of Departments concerned about the proposed changes and make a report to Government after getting their opinion. Government desire that all forms should, as far as possible, be standardised to the size of multiples or sub-multiples of the foolscap size. The printing of forms in other sizes may be done by the Superintendent, Government Printing, only in rare cases where it is not feasible to set up the forms in the foolscap size. A list of such forms may be submitted for the information of Government.

No. G. 2362-400—P. & S. 106-37-4, DATED 9TH SEPTEMBER 1938.

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6. Government reserve for future consideration the question of installation of the Rotary Press on receipt of detailed estimates of cost, etc., promised by the Superintendent in his letter No. P. 135, dated 9th July 1938.

M. VENKATANARANAPPA,
Secretary to Government,
Development Department.

To—The Secretaries to Government.
The Superintendent, Government Printing and Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. K.

WD 451—GPB—520—15-9-38

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 2362-400—P. & S. 106-37-4, dated 9th September 1938.

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M. VENKATANARANAPPA,
Secretary to Government,
Development Department.

To—The Secretaries to Government.
The Superintendent, Government Printing and Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. K.

WD 451—GPB—520—15-9-38

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 2362-400—P. & S. 106-37-4, dated 9th September 1938.

Standardisation of Forms.

Passes orders regarding the —— of the various departments of the State.

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No. G. 2362-400—P. & S. 106-37-4, DATED 9TH SEPTEMBER 1938.[1]

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M. VENKATANARANAPPA,
Secretary to Government,
Development Department.

To—The Secretaries to Government.
The Superintendent, Government Printing and Stationery.
The Comptroller to Government.
The Heads of Departments.
The Deputy Commissioners of Districts.

Exd.—C. K.

WD 451—GPB—520—15-9-38

D. O. No. P. 1207.

VENKATASUBBA RAO. Esq., B.A., LL.B.,

[redacted]

Superintendent.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE.

Bangalore, dated 16th Sept. *1938*

Dear Sir,

May I write this to state that a copy of Government Order No.G.2362-400/P. & S.106-37-4, dated 9th Sept. 1938, passing orders regarding the Standardisation of forms of the various Departments of the State and the appointment of a Clerk on Rs.40/- temporarily for 6 months to attend to this work, has been received in this office for print. I request that the copy to be forwarded to this office for taking further action may be kindly caused to be sent immediately, as the appointment of the temporary clerk has been sanctioned only for 6 months and immediate action has to be taken.

Thanking you in anticipation,

yours sincerely,

A spare copy of the typed which is placed below will be sent, if approved.

C.S. SRINIVASA CHAR, Esq., B.A.,
Asst. Secretary to Government,
Development Department,
BANGALORE.